

January 11, 2016

REQUEST FOR QUALIFICATIONS

TO: ARCHITECTS

FROM: Jim Thomas, Development Bureau Chief

SUBJECT: **IDPR PROJECT NO. 310651**
Church Reroof
Old Mission State Park
Cataldo, Idaho



Statements of Qualification will be received at the State of Idaho, Department of Parks and Recreation Headquarters, 5657 Warm Springs Avenue, Boise, ID 83716, or via mail: P.O. Box 83720, Boise, ID 83720-0065, until **February 5, 2016 at 4:00 p.m.**

Questions that arise as a result of this Request for Qualifications should be addressed to:

Melanie Schuster, P&R Design Professional
Idaho Department of Parks and Recreation
5657 Warm Springs Ave.
P O Box 83720
Boise ID 83720-0065
(208) 514-2469

The project will be funded by State of Idaho funds. The Idaho Department of Parks and Recreation (IDPR) will administer the project according to the terms and conditions of the award and State laws and guidelines. Respondents must be licensed to practice architecture in the State of Idaho.

BACKGROUND

The Coeur d'Alene's Old Mission State Park, contains two of the oldest standing structures in the State of Idaho. The National Historic Landmark includes the 165-year old Cataldo Mission Church, and the adjacent 128-year old Parish House. The mission design is attributed to Father Anthony Ravalli, S.J., a Jesuit missionary educated in Europe, and built by Jesuit missionaries and members of the Coeur d'Alene Tribe. The buildings and grounds were placed on the National Register of Historic Places in 1962. The buildings and site are owned by the Coeur d'Alene Tribe and managed by IDPR as a State Park.

DESCRIPTION OF PROJECT

Provide Design and Construction Administration Services to re-roof the cedar roof on the Cataldo Mission Church. The roofing system is unique and must be replaced in-kind or as close to original as reasonably possible. The existing cedar shake roof on the Cataldo Mission Church consists of 4-foot cedar shakes.

Design and Construction Documents will require review by the Idaho State Historic Preservation Office and the Tribal Historic Preservation Officer prior to bidding.

It must be noted that the Cataldo Mission Church is not just listed on the National Register of Historic Places but considered of such significance as to be designated a National Historic Landmark, one of only three structures designated in Idaho. The consultant must demonstrate requisite experience and training in historic preservation, specific in approach to a National Historic Landmark, to oversee the design and construction work to be performed to manage this complex project. If the consultant does not directly meet this criterion, it may hire a sub consultant to fulfill this requirement. **The qualifications must specifically state the consultant team's knowledge and experience in working with the Secretary of the Interior's Standards for the Treatment of Historic Properties, in dealing with State Section 106 projects and experience with National Historic Landmarks.**

REQUIRED SERVICES

IDPR is requesting submittals for complete design services including observation during construction.

A total preliminary project budget of \$175,000 has been established to include fees, construction, and contingencies.

A relatively complete construction cost estimate will be required following the Design Development Phase and must be updated at each additional phase.

The Architect will be responsible for Design Development including materials sourcing, Construction Documents, Bidding Assistance and Construction Administration Services.

The Architect will be required to communicate monthly with the Project Manager for the purpose of providing a written report regarding the previous month's progress. Such monthly reports will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Architect shall produce the following major written products for review by IDPR and the Tribal Historic Preservation Officer.

1. A Design Development Report and update prior to beginning Construction Documents, along with recommended project budget.
2. A final report at the conclusion of the Construction Document Phase for any additional input and final acceptance.

QUALIFICATION STATEMENT CONTENT

- A. **Special Qualifications (40%):** Provide information regarding specific experience with this type of project. Provide at least three examples of projects involving structures listed on the National Register of Historic Places designed by current staff. Include references to be contacted regarding project results. List who will represent the firm as principal and/or project manager. Include Section 106 and National Historic Landmark experience here.

- B. **Understanding of Project (30%):** Include a statement of your approach to this specific project, including design philosophy, understanding of program, and methods for consideration. Will the proper staff be available to complete the project on schedule? Express any concerns now, in terms of budget or time schedule. If the project requires collaboration, include information about team members. If the collaborator's roll will be major, describe it. Is there a history of successful collaboration with the named professionals?
- C. **Past Performance (20%):** References should express performance on past projects; include factors such as project management, coordination, accuracy, completeness, cooperation, meeting schedules and budgets. Has the firm or team members received recognition on similar projects?
- D. **Basic Qualifications (10%):** Provide basic data relative to firm's history, current staff level and mix, special expertise and general credits. List the location of the firm. Name key personnel including Idaho professional practice licenses. List the types of facilities the firm is particularly qualified to design.
- E. **Format:** To assist evaluation it is desirable to format the proposal similar to the headings listed above. The submittals should be clear and to the point and no more than 20 pages. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to designing this specific project.

Submit three (3) copies of the submittal.

EVALUATION

An evaluation committee consisting of persons from the IDPR Development Bureau, Old Mission State Park and the Tribal Historic Preservation Officer will rank the submittals. Consultants will be selected based on the content of the proposals. No oral interviews are anticipated at this time. Follow up phone calls may be used for clarification as required.

AWARD

Based on the results of the evaluation review process, the IDPR Development Bureau in accordance with prescribed procedures will issue a Notice of Intent with the selected firm to negotiate professional design services' fees. Final award is contingent upon the successful negotiation of an Agreement and approval by the Coeur d'Alene Tribe.

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement including the State's standard terms, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage, except in special circumstances.

IDPR reserves the right to reject any or all submittals received as a result of this request.

IDPR may also negotiate separately with any source in any manner necessary to serve the best interests of the project. Awards will be made on the basis of submittals resulting from this request.

PROPOSED DATES:

Advertise RFQ	January 11, 2016
Receive Statements of Qualifications	February 5, 2016
Evaluate Statements of Qualifications	February 6 – March 6, 2016
Negotiate Fee & Issue Consultant Contract	March 7 – March 27, 2016
Project Design	March 28 - June 30, 2016
Bid Period	July 1-31, 2016
Material Sourcing	May – August 2016
Construction	August 23 – Oct 2016